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**Office of Personnel**

OP MEMORANDUM NO. 20-31-54

2 September 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Policy and Procedures for Promotions and Pay Adjustments  
for Career Field Changes for GS and GS-Related Employees

REFERENCE:

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RESCISSION: OPM 20-31-53, dated 12 April 1982

1. This OP Memorandum gives notice of procedural changes in the processing of promotions and pay adjustments for career field changes. The new procedures are contained in subparagraphs 3.a.(3) and (4) specifically. The policy set forth in OPM 20-31-53 has not changed, and is repeated here as a continuing reference.

2. Policy

a. The term "pay adjustment" shall apply to grade increases related to significant career field changes and to entry into training programs where the usual entry grade level for a new-hire exceeds the employee's grade. Examples of career field changes are: selection of a clerical employee for a technical or professional position; selection of a professional employee in one career field for another entirely different or unrelated career field. The term "promotion" shall apply to subsequent grade increases resulting from the employee's successful completion of, or progress through, a formal training program.

b. When the component determines that the staff or contract employee selected for a position that entails a significant career field change should receive an upward grade adjustment, the Request for Personnel Action (Form 1152) will be submitted and processed in accordance with the procedures outlined below. The determination of eligibility for this pay adjustment and grade change must be based on the factors normally used in determining the entry grade of a new employee: work experience, training, education, etc. Certification that the employee meets the entry level qualifications requirements for the grade selected must be included on the Form 1152.

3. Procedure

a. Components desiring to adjust an employee's grade upward (staff or contract) will submit a Request for Personnel Action (Form 1152) with the nature of the action given as "Pay Adjustment and Change of Grade." The remarks section of the action will contain a short statement by the component personnel officer certifying that the employee concerned has met the

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requirements for the grade increase and citing this memorandum as reference. Both the "pay adjustment" action and any subsequent "promotion" actions during formal training programs will be processed in the following manner:

(1) Personnel actions for one-grade changes for staff employees will be forwarded to the Transactions and Records Branch where they will be reviewed, authenticated, and approved by the Professional Placement Branch of Staff Personnel Division (SPD/PPB). Personnel actions for contract employees will be forwarded to the Contract and Allowances Division (CAD) for review, authentication and approval.

(2) Personnel actions for two-grade changes for staff personnel will be submitted directly to SPD/PPB for staff review, and approval by Chief, SPD. Personnel actions for contract employees will be submitted directly to Chief, CAD.

(3) Personnel actions for three-grade changes for staff personnel will be submitted via memorandum to SPD/PPB for staff review and approval by the Deputy for Recruitment and Placement (DD/R&P). For contract personnel, the request will be submitted to CAD for staff review and approval by the Deputy for Special Programs (DD/SP).

(4) Requests for grade changes higher than three grades will be submitted via memorandum from the gaining component to the Director of Personnel through the appropriate Office of Personnel division (SPD or CAF). The Form 1152 must accompany the request.

b. The justification for the grade increase must be based on the employee concerned meeting the minimum requirements for the higher grade requested.

c. All disapprovals will be reviewed by the Director of Personnel.

d. All employees affected must have a current Performance Appraisal Report on file with the Office of Personnel.

4. Actions covered by this memorandum do not have to comply with the Uniform Promotion System, the referenced regulation, or the normal one-grade promotion limitations. However, all such actions will be subject to the usual ceiling and Career Service Grade Authorization (CSGA) controls.

/James N. Glerum  
Director of Personnel

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